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Approved For Release 2003/04/29 : CIA-RDP84-00780R004000070007-6

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SECRET

71-2600

30 JUN 1971

MEMORANDUM FOR: Assistant Deputy Director for Support

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SUBJECT : [REDACTED], dated 10 June 1971

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. In our EOD security briefings, we are not only covering in depth the CIA policies and procedures contained in subject Notice but other facets of security and intelligence as well. We find that oral presentations and pertinent illustrations have been most effective in dramatizing the need for security in the protection of classified information and intelligence sources and methods.

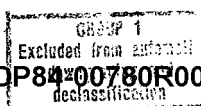
3. We have been in touch with the Office of Personnel, and it was generally agreed that this Office should continue to stress the principles cited in subject Notice as part of the EOD security briefing.

4. We recommend, however, that the Handbook [REDACTED] be amended at an appropriate time to cover those items in the Notice not covered in the Handbook (release of information to the public and the Congress). The older employees need to be reminded periodically of their security obligations as set forth in the Notice.

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[REDACTED]
Howard J. Osborn
Director of Security

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The recommendation contained in paragraph 4 is approved: --
Please draft the necessary paragraphs for and forward to D/Pers.

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Robert S. Wattles
Assistant Deputy Director
for Support

Date

Distribution:

Orig - Return to OS

2 - ADD/S

1 - D/Pers

Carono (Subject)

Note to D/Pers: "Please follow up with the Director of Security."

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DD/S 71-2499

23 JUN 1971

O&M

MEMORANDUM FOR: Director of Security

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SUBJECT : dated 10 June 1971

1. The substance of the subject Notice obviously is not of one-time concern. While in the press of the moment we have issued it as a Notice, I think it would be well if, with the Director of Personnel, you considered a way of ensuring that all new employees are made aware of their responsibilities. Further, it probably ought to be included in the Employee Conduct Handbook in order that we all be reminded on a regular basis of our responsibilities in the handling of classified information.

2. The SSA-DD/S has been in touch with Mr. OP, regarding the inclusion of the Notice in the EOD briefing, but I'm not sure whether it should be part of the documentation that Personnel asks the new employees to read or whether it should be part of the Security briefing.

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/s/ Robert S. Wattles

Robert S. Wattles
Assistant Deputy Director
for Support

cc: Director of Personnel
SSA-DD/S

ADD/S:RSW/ms (23 June 71)

Distribution:

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1 - DD/S Chrono

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This Notice Expires 1 June 1972

SECURITY

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DISCLOSURES OF CLASSIFIED INFORMATION
AND COORDINATION AND CLEARANCE OF OFFICIAL STATEMENTS

REFERENCES:

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RESCISSION:

dated 17 February 1971

1. The President is concerned over disclosures in the public media of classified information bearing upon important aspects of national security, particularly those disclosures that may jeopardize intelligence sources and methods. He has directed that immediate steps be taken to ensure that existing regulations and procedures designed to safeguard classified information be strengthened where necessary.

2. The Director of Central Intelligence as Chairman, U.S. Intelligence Board (USIB), recently issued detailed guidelines to all USIB members covering disclosures. Each member organization, including the Central Intelligence Agency, is to review its existing regulations and procedures and impress on all concerned the necessity to abide by them. The Director of Central Intelligence has statutory responsibility for the protection of intelligence sources and methods, which include clandestine agent operations and technical collection systems. Unauthorized disclosures in these areas could result in the compromise of agent personnel or enable the opposition to take effective countermeasures.

3. CIA policies and procedures governing the control and dissemination of classified information are fundamentally sound. It is essential, however, that all employees be fully aware of these policies and procedures and adhere to them. Those of particular importance are set forth below.

a. The Assistant to the Director is responsible for the coordination within the Agency of responses to inquiries from representatives of public information media, and all such inquiries will be referred to him.

b. Agency employees will have no contact with representatives of the public information media for the purpose of furnishing information without the prior approval of the Assistant to the Director.

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c. All public requests for information under Public Law 90-23, "Freedom of Information Act," are to be referred to the Assistant to the Director for action.

d. Public statements, press releases, and official external communications concerning matters in which the President has a known or likely interest or which have broad policy implications must be submitted to the Executive Director-Comptroller for clearance by the White House prior to release.

e. The Executive Director-Comptroller or the Deputy Director concerned will review all requests for unofficial public appearances and for permission to publish to ensure that classified information is not disclosed.

f. Each employee is responsible for protecting official data from unauthorized disclosure. (Official data is defined as all information--classified or unclassified--received, compiled, or created by the Central Intelligence Agency. Personal copies of unclassified personnel papers are excluded.) Official data in Agency files will not be copied or removed from the files for release outside the Agency except by those officials who have been authorized to do so by the Director, either personally or through the chain of command. Within the Agency, official data will be disclosed only to those employees whose duties require them to have access to it (need to know) and who have the appropriate clearances.

g. Any employee having knowledge of an unauthorized disclosure of classified information must report it promptly to the Director of Security, who, in coordination with the appropriate Deputy Director or the Executive Director-Comptroller, will determine the steps to be taken to limit the extent of the damage and to identify the person responsible for the unauthorized disclosure. The Director of Security will also provide prompt notification, as appropriate, to all official recipients of the information that an unauthorized disclosure has occurred, together with his recommendations for remedial action.

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h. All employees are admonished to omit from social conversation any suggestion that their insights on matters of national security or on foreign affairs in general are based on privileged information. They also should take care to avoid implying, in any way, that the positions they take for or against announced national policies are supported by privileged information.

4. The Director, in carrying out his statutory responsibility for the protection of intelligence sources and methods, is prepared to take strong disciplinary action against any employee who jeopardizes the security of those sources and methods through unauthorized disclosure of classified information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ Robert S. Wattles
JOHN W. COFFEY
Deputy Director
for Support

10 JUN 1971

DD/S Distribution:

- 1 - RCB (signature)
- 1 - ER (info)
- 1 - DD/S (subject)
- 1 - DD/S (chrono)

DISTRIBUTION: ALL EMPLOYEES

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Excluded from automatic
downgrading and
declassification